

Iowa Department of Natural Resources

Shooting Sports

Archery and Shooting Range Grant Program

Guidance and Application Packet



Deadline for Applications

Completed grant applications for 2012 must be received by 4:30 p.m. on September 15 and all subsequent years on February 1. Late submissions will not be accepted. Submit your application to:

Shooting Sports Coordinator
Iowa Department of Natural Resources
Wallace State Office Building
502 E 9th St
Des Moines, IA 50319

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Federal regulations prohibit discrimination on the basis of race, color, national origin, sex or handicap. State law prohibits discrimination on the basis of race, color, creed, sex, sexual orientation, gender identity, religion, national origin, or disability. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please write to the Iowa DNR , Wallace State Office Building, 502 E. Ninth St., Des Moines, Iowa, 50319

Iowa Department of Natural Resources

Shooting Sports Program Grants

The Iowa Department of Natural Resources created the Shooting Sports Program Grant in 2012 to encourage the development and improvement of shooting ranges throughout Iowa. The grant program supports the Department's Hunter Education Program, encourages hunters to become more proficient with firearms and archery equipment, promotes safe hunting and shooting practices, provides Iowa residents with safe shooting areas and supports law enforcement training.

The Department provides grant funds annually as available from the Trust Fund (license sales) and federal dollars (Pittman/Robertson Act); granting or denying funds is at the discretion of the Department. All partnerships, leases, and cooperative ventures entered into are granted according to law and to the rules and regulations of the Department and the Natural Resource Commission.

Shooting Sports Program Goals: (1) Developing ranges in areas of the state where the need for public shooting facilities is greatest; (2) Providing an environment for public enjoyment and expansion of the shooting sports that emphasizes safety, hunter and shooter education, firearms and archery public safety training, plus recruitment of junior shooters; (3) Ensuring all ranges are operated in a safe, sound manner that promotes environmental stewardship and positive community relations.

Department Contact

For more information about this grant opportunity, contact the Department's Shooting Sports Coordinator at 515-281-5918.

Eligible Applicants

The following entities are eligible:

- Iowa-based Shooting Sports Organizations
- Iowa's Primary and Secondary Public and Private Schools
- Iowa's public and private colleges and universities
- Iowa non-profit and not-for-profit corporations (501cX)
- Public Ranges (non-state owned)
- Iowa's City Park & Rec agencies
- County Conservation Boards



Grants are for shooting ranges providing public access to recreational shooting. To satisfy the public access requirement for the range grant, the range must post the time and days the facility is open to the public.

Privately-owned for-profit ranges and state-owned public ranges are not eligible for this program.

Applicants must be in compliance with rules and regulations from prior grants.

Applicants must have liability insurance unless not required by law.

The range property and any impacted adjacent lands (i.e. clay target shot fall zones) must be owned by the Applicant or in a long-term lease of 25 years or more with the option to renew.

How to apply

You must use the forms supplied in this packet, and must include all documentation at the time you submit your application. Incomplete or late applications will not be considered for grants.

One original and five copies of the application and supporting documentation must be submitted. We prefer that materials and documentation be supplied on standard, letter-sized 8.5 x 11 paper.

Deadline. Grant applications must be received or postmarked on or before September 15 (2012 cycle) or February 1st (all subsequent years). Submit your application to:

Shooting Sports Coordinator
Iowa Department of Natural Resources
Wallace State Office Building
502 E 9th St
Des Moines, IA 50319

By submitting an application, the applicant certifies that:

- Proposed projects are in compliance with all applicable federal, state, county, and municipal laws, regulations and ordinances.
- The project will be undertaken if a grant is awarded.
- The project meets eligibility criteria and applicants are eligible to submit an application.
- The project is on a shooting range open to the public.
- The applicant should secure a match of 50% for equipment grants and 25% for facility grants.

Grant requirements and limitations

1. The Department will determine the level of funding available each year, typically by April. The maximum grant award is \$50,000 per project for Development Grants, but there is no maximum award for Equipment Grants.
2. Applicants are expected to finance 25% of Development Grant projects and 50% of Equipment Grant projects, either through cash, donated materials/labor or other pre-approved in-kind match.
3. Acceptance of a grant requires that the range be made available for Department Hunter Education, Hunter recruitment efforts, Archery Programs, and the SCTP program activities.
4. Per funding cycle, an entity may submit a grant application for both the Equipment Grant and the Development Grant.



What kinds of projects are eligible?

Projects should be designed according to current guidelines contained in the National Rifle Association's *Range Source Book, a Guide to Planning and Construction*, the Archery Trade Associations *Archery Park Guide*, or other pertinent national association's reference guide. A planning resource CD is available from the department.

Here are some examples of eligible shooting range projects:

- Fencing
- Electrical/lighting
- Parking lots
- Restroom
- Classroom
- Storage
- Covers for firing points
- Gun racks
- Improvements & Additions:
 - Earthwork, berms/backstops
 - Concrete for shooting fields
 - Archery Target Frames
 - Gates and automated gate systems to improve access
 - Shade canopies/shelters
- Automated user check-in/reporting system
- Archery towers
- Building acquisition or renovation for indoor ranges
- ADA compliance upgrades
- Signage
- Capital Range Equipment:
 - Trap machines
 - Voice activated release system
 - Clay target automation systems
 - Automated Target/Retrieval systems
 - Range furniture (benches, scoring chairs)
 - Bow racks

The following are examples of ineligible projects for grant funding:

- Road Improvements (off property)
- Engineering , Planning Costs, Consulting
- Archery equipment (bows, arrows, accessories)
- Firearms
- Airguns
- Firearm targets and target frames
- Archery targets
- Security/Alarm Systems
- Land acquisition
- Operation/maintenance equipment
- Office equipment (cash register/computer, etc.)
- Ammunition
- Shooting accessories
- Uniforms or personal protection equipment
- Insurance
- On-going operations costs (utilities, taxes, etc.)
- Bonding or Interest on loans
- Employee/volunteer staff training
- Lead recovery
- Projects not relating to firearms, archery equipment or airguns



Guidance for completing grant projects

1. Each project **shall** be completed by June 30 of the year following the grant award.
2. Upon completion of the grant, the applicant must provide an accounting of all expenditures, including proof of payment on invoices and contracts, and photographs of the completed project.
3. Work may not begin until notification from the Grant Selection Committee that the project has been selected.
4. The applicant is required to submit annual reports for five (equipment) or seven (development) years following the close of the grant on forms provided by the Department. The reports shall be used to show support and need for future program funding.
5. Before the Department allocates a shooting range grant, formal approval may be required from other state, federal, and local agencies regarding zoning, health, sanitation, safety, environmental impact, and land use. Funds will not be disbursed until the participant has obtained all acquired approvals, although conditional agreement to support the project may be given. Copies of all required permits/approvals must accompany application.
6. Acceptance of any grant dollars requires the range to be open to the general public for a period of at least 10 years after project completion. Failure to allow public access for 10 years shall require repayment of all grant dollars. Additionally, failure to use equipment purchased with the Equipment Grant on a range open to the public for at least five years shall result in repayment of the Equipment Grant dollars.



How grant applications are scored

Grant applications are scored by a panel of five individuals (“Scoring Committee”), including two department employees and one representative of each of the shooting sports (clay target, rifle/handgun, and archery). Each individual on the Scoring Committee shall submit a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria. There are five criteria categories, combining for a maximum award of 100 points.

An example of a grant scoring sheet is provided in this document.

It is possible for more than one application to be considered worthy of funding and therefore it is possible that not enough money will be available to fund all projects in a given year. In that case, members of the Scoring Committee will attempt to reach consensus on the proposals recommended for funding.

Applicants who do not receive funding in one grant cycle may be invited to re-apply another year.

Final grant awards are determined by the Natural Resource Commission at its October (2012 cycle) or March (all subsequent years) meeting. Challenges to the awards must be made in writing to the Department director, and will be resolved by the director.

If a tie occurs whoever scores highest in program feasibility will be awarded.

Project Termination

The Department may temporarily suspend state assistance under the project pending corrective action by the applicant or pending a decision to terminate the grant by the Department.

The applicant may unilaterally terminate its participation in the project at any time prior to first payment on the project. After the initial payment, however, the project may be terminated, modified, or amended by the applicant only by mutual agreement with the Department.

The Department may terminate the project, in whole or in part, at any time before the date of completion, whenever it is determined that the participant has failed to comply with the conditions of the grant, or has failed to correct deficiencies when requested by the Department. The Department will promptly notify the participant in writing of the determination and the reasons for termination together with the effective date. Payments made to the participant or recoveries by the Department under the projects terminated for cause shall be in accordance with the legal rights and liabilities of the parties.

Reporting requirements for successful applicants

Successful applicants are required to submit annual reports for five (equipment) or seven (development) years following the close of the grant on forms provided by the Department. The reports shall be used to show support and need for future program funding. ***Reports are due August 30 of each year.*** Data collected in these reports include, but are not limited to the following:

- Grant completion/compliance
 - Construction completion
 - Condition of granted equipment
 - Grant manager contact information
- Shooter volume
 - Number of shooters using facility/equipment
 - Rounds fired
 - Venues (archery, rifle, shotgun, etc.) usage
- Programming/Education
 - Classes conducted and attendance #s
 - Recruitment as a result of education efforts
 - Special youth or non-traditional group efforts
- Events and Competition
 - Leagues conducted and attendance #s
 - Sanctioned events conducted and attendance #s
- User information
 - Number of unique users
 - Number of user visits
 - Demographics of users such as residence zip codes, age, gender, ethnicity, etc.
- Promotion efforts and media coverage
 - How is facility promoting improvements?
 - What media coverage has the facility had due to improvements (news articles, etc.)
 - What are future plans to market?

Shooting Sports Program Grant Scoring Sheet

Reviewer name		Date of review	
Proposal # and title			
Score sheet			
Criterion	Max. points	Reviewer score	
Overall program strength and feasibility including letters of support ((number of unique letters and the organizations they represent, (i.e. schools, cities, county, shooting or civic organizations, etc.)), other funding sources obtained, proposed signage for facility (directional and safety), environmental and operational plans, marketing strategy, in-kind (i.e. volunteer labor, land donation, cash), and institutional partnerships with schools, cities, counties and/or other government organizations.	30		
Proximity to other public ranges will be evaluated by the DNR based on a comprehensive shooting range inventory and physical location of applicant shooting facility. Preference will be given to those applicant projects providing increased access and opportunity.	25		
Education related to the ability of the applicant organization to provide a variety of publicly available shooting sports, hunting and outdoor related activities and training. These include but are not limited to the number of certified instructors/coaches, volunteers, variety of courses offered, classroom location, type, availability and capacity.	20		
Project type will be evaluated based on the current department priority for new range projects, expansion-type projects or renovation-type projects. Project priority will be determined based on state-wide need or funding available to the department.	10		
Range capacity relating to number of clay target fields, # of shooting points (rifle/handgun/archery) and/or archery field courses, hours of operation and general public hours of operation.	15		

TOTAL POINTS	
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Scorer recommendation (check only one)	
<input type="checkbox"/>	I support funding this project for the following reasons.
<input type="checkbox"/>	I support this project but give other proposals a higher priority for funding. (Name the other proposals).
<input type="checkbox"/>	I support this project with reservations and recommend the following stipulations. (State stipulations)
<input type="checkbox"/>	I do not support this project. (Give reason)

APPLICATION MATERIALS

The following pages contain the information and documents you will need to submit your application. There are two unique sets of applications depending on the type of grant being applied for.

Range Development Grants Application – pages 11-17

Range Equipment Grants Application – pages 18-23

SHOOTING SPORTS FACILITY DEVELOPMENT GRANT APPLICATION

Fill out and print this page and place it on the cover of your application.

Iowa Department of Natural Resources Shooting Sports Development Grant Application cover page <i>Please type or print</i>		<i>Department use only</i> Application # Date received Grant year	
Organization name			
Project title			
Total project cost	\$		<i>Maximum grant award is \$50,000 with at least 25% local match.</i>
Total Grant Amount Requesting	\$		
Project Type	<input type="checkbox"/> new range development <input type="checkbox"/> existing range upgrades/improvements		
Brief description of the project			
Project start date		Project end date	
Contact person for this application			
Mailing address			
Telephone		Fax number	
Email address			
Shooting Range information			
Name of range			
Name of range manager		Phone Number	
Email address of Manager or contact			
Mailing address of range and/or GPS (UTM) Coordinates			
Legal description			
	<i>Quarter</i>	<i>Section</i>	<i>Township</i>
I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Iowa Department of Natural Resources. I acknowledge that failure to meet the requirements of the grant program will result in the forfeiture of grant funds.			
Signature of person who prepared the application			Date
Printed name of individual above			

Grant application check list

A completed application check list must accompany your grant application. Copy or remove this page, then initial each item you have attached to your application. Incomplete applications are ineligible for funding.

- ☐ Check list
- ☐ Project description
- ☐ Project plans and zoning approval
- ☐ Range master plan
- ☐ Location map
- ☐ Public benefit information
- ☐ Budget worksheet
- ☐ Insurance certificate
- ☐ Board resolution in support of the application
- ☐ Articles of Incorporation (if applicable)
- ☐ W9
- ☐ Proof of Ownership or Control
- ☐ Documentation of public input & Letters of Support
- ☐ Environmental Stewardship Plan
- ☐ Aerial & Ground Photos
- ☐ Range Business Plan
- ☐ Range Safety Plan

Submit one original and five copies of the application and supporting documents by September 15 (2012 cycle) or February 1st (all subsequent years) annually.

Typed documents your facility development grant application must contain.

- 1. Application packet check list.** Applications missing any item from the check list will be considered incomplete and disqualified from review unless missing information is submitted before the grant application deadline.
- 2. Project description.** Your application packet must include a typed or printed document that describes the project. The description should include:
 - a. A detailed description of the project. If applicable, include the existing condition of the range and how the project will improve it. If an existing range, state how many people use the range and how frequently it is used. Identify the type of shooting venues available at the range.
 - b. What is your estimated timeframe for completion? (All construction must be completed by June 30th of the year following an award)
 - c. A discussion of why the project is needed and which public groups it will benefit. Identify whether the range will be available or is currently being used for activities such as Hunter Education courses, 4-H shooting sports, NRA programs/competitions, Scholastic Clay Target Program, National Archery in Schools Program, or other sanctioned shooting sports activity and/or Law Enforcement Training. Identify whether the range has or will have classrooms available for instruction, the number of classes being offered, and the number of certified instructors/coaches and their credentials.
 - d. A discussion of any special benefits that will result from the project such as improved safety, multiple-use opportunities; better access for youth, the disabled or elderly; water or energy conservation; or improved cleanliness.
 - e. Identify the project's budget, grant request portion, and match (Budget Worksheet).
 - f. Identify the range's existing marketing strategies or plans, and identify how you intend to market the range's improvements.
 - g. Document public input you have received on this project, including from adjacent landowners, and attach any letters of support.
- 3. Project plans and zoning approval.** Attach a formal plan or illustration of the proposed project. Include aerial and ground photos of existing range.
 - a. If this is a new project or a substantial change to an existing range, include copies of all necessary permits and/or local governmental approvals (e.g., city/county zoning board and/or board of supervisors approval, local building permits, etc.). Contact the local government authority (typically city administrator, planning and zoning and/or board of supervisors) to determine what is required for your range parcel. Approvals should be in the form of official meeting minutes or letters from respective offices on agency/board letterhead.
- 4. Range master plan.** The range master plan should show on either an aerial photo, a map, or a drawing all existing and proposed range features and improvements such as roads, trails, firing lines, clubhouses, classrooms, parking areas, fences, wells, storage buildings, etc. You should highlight the features that will be affected by your proposed project.

5. **Location map.** Use a county highway map to show the general location of the range. Additionally, submit a section map showing the nearest community, any developed or proposed access, and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the viability of the proposed range or range project.
6. **Public benefit information.** This section is very important because projects that provide significant public benefit are more likely to receive funding. Here are some questions to help in your discussion:
 - a. How does your range provide access for public shooting? What hours and what facilities are open to non-members? What are the fees for members and for non-members? What supervision is provided for public shooting? How many public shooters use your range each year?
 - b. What programs do you provide for junior shooters or to encourage new shooters among the general public? How do you make new shooters feel welcome? How do you let the public know about your range and its activities?
 - c. What educational activities does your organization conduct or sponsor?
 - d. What programs do you have for firearms safety, hunter education, hunter sight-ins, or archery training?
 - e. Do you offer competitive events and encourage spectator participation with these events?
 - f. How will your proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?
 - g. What is the perceived or known economic benefit to the local community of this range?
7. **Budget worksheet.** Your application must include a completed budget worksheet. The worksheet is contained in this application packet. In-kind labor match should be calculated at \$5.50/hour. Please attach additional pages, if necessary, to describe budget in detail.
8. **Insurance certificate.** Attach a current copy of your liability insurance certificate.
9. **Board resolution in support of the application.** Use the form included in this application packet. Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.
10. **Articles of Incorporation.** Include a copy of your organization's articles of incorporation
11. **IRS Form W9.** Include a completed W9 as part of the application.
12. **Control and tenure statement.** Projects funded with Shooting Sports Development Grant funds must be located on land that the applicant owns or manages. This includes range facilities and any land impacted by range use (i.e. shot-fall areas). Your application must include one of the following documents:
 - a. If your group owns the range, attach a copy of the legal document showing title in the name of the applicant and a legal description of the property.
 - b. If your group manages the range, attach a copy of the lease, special use permit, intergovernmental agreement, or other appropriate official instrument, showing terms of the lease and the legal

description of the property.

- c. If property or facilities are not owned or leased, but ownership/control is pending, include signed purchase/lease agreement.

- 13. Documentation of public input and letters of support.** Include all documentation showing your organization has gathered extensive input from the surrounding public and that the majority input is favorable. Sources of input should include neighboring landowners, facility users, local schools or recreation departments and others who may be positively or negatively impacted by the range project. These can be in the forms of survey, petition, letters to your organization, minutes of public hearings, etc.
- 14. Environmental Stewardship Plan (Lead Reclamation).** Submit a copy of the ranges' existing or proposed Environmental Stewardship Plan documenting how and when the range will manage/recycle lead and monitor the environment for any potential negative impacts from lead ammunition. The plan should also address, in detail, impacted areas and how remediation will take place upon final closure of the facility.
- 15. Aerial and Ground Photos.** Include aerial photos using web-based or GIS applications and ground photos to illustrate existing condition of the facility and any areas being developed through the grant program.
- 16. Range Business Plan.** Include a business plan including a description of your organization's business, products and services offered, the local/regional market, location of the business, area competition, management and personnel, marketing plan and financial plan.
- 17. Range Safety Plan.** Include a copy of your facility's range safety plan. Range safety plans could include but are not limited to, range orientations/safety briefings required of users, signage at facility, certifications of range staff and staffing levels, user check-in requirements, facility features to ensure safety, routine facility inspections, etc.

Submit one original and five copies of the application and supporting documents by September 15 (2012 cycle) or February 1st (all subsequent years) annually.

Budget Worksheet - facility development grant

Use this worksheet to develop a cost estimate. Additional categories may be used if needed.

Project Title:				
Organization:				
			Organization Match	
	Total Costs	Shooting Sports Development Grant	Cash Match	Soft Match (In-Kind)
	<i>This column should contain estimates of all project costs.</i>	<i>Portion requested from the Grant Program.</i>	<i>Organization dollars and donated services and supplies must equal 25% of the total project cost.</i>	
Shooting Structures	\$ _____	\$ _____	\$ _____	\$ _____
Landforms	\$ _____	\$ _____	\$ _____	\$ _____
Support Buildings	\$ _____	\$ _____	\$ _____	\$ _____
Parking/Utilities	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____
Total project cost	\$ _____			
Total organizational dollars and donations (Must Equal or Exceed 25% of Total Project Cost)			\$ _____	\$ _____
Grant Request (Not to Exceed 75% of the Total Project Costs)		\$ _____		

Board resolution in support of the facility development grant application

Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

Resolution of the _____
(organization's governing body)

Resolution No: _____

Date: _____

Approving the application to the Iowa Department of Natural Resources for a Shooting Range Development Grant for **project title:** _____

WHEREAS, the Iowa Natural Resource Commission under Chapter 56 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Iowa Department of Natural Resources has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance

NOW, THEREFORE, BE IT RESOLVED that this board hereby:

- Approves the filing of an application for a shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Iowa Department of Natural Resources as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Shooting Range Grant Program Scoring Committee; and

_____ is authorized to act on behalf of this organization by conducting negotiations,
(Name of project coordinator)
and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of a shooting range development project.
PASSED, ADOPTED AND APPROVED.

By signing below, I certify that I am the duly appointed and qualified _____ of the
(title of your office)
_____ and certify that the foregoing resolution is true, correct and was passed and
(name of your organization)
adopted at a regular meeting of the board, held on _____ at which a quorum was present.
(date of the meeting)

Signature of office holder		Date
Printed name and title of individual above		
Notary's seal and information		

SHOOTING SPORTS EQUIPMENT GRANT APPLICATION

Fill out and print this page and place it on the cover of your application.

Iowa Department of Natural Resources Shooting Sports Equipment Grant Application cover page <i>Please type or print</i>		<i>Department use only</i> Application # Date received Grant year		
Organization name				
Project title				
Total project cost	\$		<i>Must have at least 50% local match.</i>	
Total Grant Amount Requesting	\$			
Brief description of the project				
Project start date		Project end date		
Contact person for this application				
Mailing address				
Telephone		Fax number		
Email address				
Shooting Range information				
Name of range				
Name of range manager		Phone Number		
Email address of Manager or contact				
Mailing address of range and/or GPS (UTM) Coordinates				
Legal description				
	<i>Quarter</i>	<i>Section</i>	<i>Township</i>	<i>Range</i>
I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Iowa Department of Natural Resources. I acknowledge that failure to meet the requirements of the grant program will result in the forfeiture of grant funds.				
Signature of person who prepared the application				Date
Printed name of individual above				

Typed documents your equipment grant application must contain.

- 1. Application packet check list.** Applications missing any item from the check list will be considered incomplete and disqualified from review unless missing information is submitted before the grant application deadline.
- 2. Project description.** Your application packet must include a typed or printed document that describes the project. The description should include:
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 - e. Identify the project's budget, grant request portion, and match (Budget Worksheet).
 - f. Identify the range's existing marketing strategies or plans, and identify how you intend to market the range's improvements.
 - g. Document public input you have received on this project, including from adjacent landowners, and attach any letters of support.
- 18. Project plans and zoning approval.** Attach a formal plan or illustration of the proposed project. Include aerial and ground photos of existing range.
 - a. If this is a new project or a substantial change to an existing range, include copies of all necessary permits and/or local governmental approvals (e.g., city/county zoning board and/or board of supervisors approval, local building permits, etc.). Contact the local government authority (typically city administrator, planning and zoning and/or board of supervisors) to determine what is required for your range parcel. Approvals should be in the form of official meeting minutes or letters from respective offices on agency/board letterhead.
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4. **Location map.** Use a county highway map to show the general location of the range. Additionally, submit a section map showing the nearest community, any developed or proposed access, and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the viability of the proposed range or range project.
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 - e. Do you offer competitive events and encourage spectator participation with these events?
 - f. How will your proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?
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11. **Control and tenure statement.** Projects funded with Shooting Sports Development Grant funds must be located on land that the applicant owns or manages. This includes range facilities and any land impacted by range use (i.e. shot-fall areas). Your application must include one of the following documents:
 - a. If your group owns the range, attach a copy of the legal document showing title in the name of the applicant and a legal description of the property.
 - b. If your group manages the range, attach a copy of the lease, special use permit, intergovernmental agreement, or other appropriate official instrument, showing terms of the lease and the legal

description of the property.

- c. If property or facilities are not owned or leased, but ownership/control is pending, include signed purchase/lease agreement.

- 12. Documentation of public input and letters of support.** Include all documentation showing your organization has gathered extensive input from the surrounding public and that the majority input is favorable. Sources of input should include neighboring landowners, facility users, local schools or recreation departments and others who may be positively or negatively impacted by the range project. These can be in the forms of survey, petition, letters to your organization, minutes of public hearings, etc.
- 13. Environmental Stewardship Plan (Lead Reclamation).** Submit a copy of the range's existing or proposed Environmental Stewardship Plan documenting how and when the range will manage/recycle lead and monitor the environment for any potential negative impacts from lead ammunition. The plan should also address, in detail, impacted areas and how remediation will take place upon final closure of the facility.
- 14. Aerial and Ground Photos.** Include aerial photos using web-based or GIS applications and ground photos to illustrate existing condition of the facility and any areas being developed through the grant program.
- 15. Range Business Plan.** Include a business plan including a description of your organization's business, products and services offered, the local/regional market, location of the business, area competition, management and personnel, marketing plan and financial plan.
- 16. Range Safety Plan.** Include a copy of your facility's range safety plan. Range safety plans could include but are not limited to, range orientations/safety briefings required of users, signage at facility, certifications of range staff and staffing levels, user check-in requirements, facility features to ensure safety, routine facility inspections, etc.

Submit one original and five copies of the application and supporting documents by February 1st annually.

Equipment Grant Budget Worksheet

Submit three quotes for each piece of equipment over \$500.

Project Title:				
Organization:				
			Organization Match	
List Equipment below	Total Costs	Shooting Sports Equipment Grant	Cash Match	Soft Match (In-Kind)
	<i>This column should contain estimates of all project costs.</i>	<i>Portion requested from the Grant Program.</i>	<i>Organization dollars and donated services and supplies must equal 50% of the total project cost.</i>	
	\$_____	\$_____	\$_____	\$_____
	\$_____	\$_____	\$_____	\$_____
	\$_____	\$_____	\$_____	\$_____
	\$_____	\$_____	\$_____	\$_____
	\$_____	\$_____	\$_____	\$_____
Total project cost	\$_____			
Total organizational dollars and donations (Must Equal or Exceed 50% of Total Project Cost)			\$_____	\$_____
Grant Request (Not to Exceed 50% of the Total Project Costs)		\$_____		

Board resolution in support of the equipment grant application

Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

Resolution of the _____
(organization's governing body)

Resolution No: _____ **Date:** _____

Approving the application to the Iowa Department of Natural Resources for a Shooting Range Development Grant for **project title:** _____

WHEREAS, the Iowa Natural Resource Commission under Chapter 56 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Iowa Department of Natural Resources has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance

NOW, THEREFORE, BE IT RESOLVED that this board hereby:

- Approves the filing of an application for a shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Iowa Department of Natural Resources as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Shooting Range Grant Program Scoring Committee and _____ (name)

is authorized to act on behalf of this organization by conducting negotiations, and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of a shooting range development project. PASSED, ADOPTED AND APPROVED.

By signing below, I certify that I am the duly appointed and qualified _____ of the
(title of your office)

_____ and certify that the foregoing resolution is true, correct and was passed and
(name of your organization)

adopted at a regular meeting of the board, held on _____ at which a quorum was present.

Signature of office holder		Date
Printed name and title of individual above		

Notary's seal and information